

**Instructions for Completing
the Automated Perkins Grant
2006-2007**

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Program Areas

The following approved program areas are eligible for funding through the Perkins Grant: Agricultural Education, Business Education, Family and Consumer Sciences, Health Sciences, Marketing and Cooperative Education, and Trade and Industrial Education (**including Project Lead the Way.**)

Accessing the Automated Application

Go to the Division of Career Education web page:

(<http://www.dese.mo.gov/divcareered>). There will be a button on the left side of the page titled "Web Application Login." Clicking that button will get you to the login page. You must have a Department-issued ID and password. If you have not applied, use the navigation menu in the upper right corner of the page. Select login request forms and follow the onscreen directions. Please note that the Department does not keep a record of your password. Follow the instructions at the bottom of the login page if you forget or misplace your ID or password.

All applications may be viewed by clicking the "Public Applications" button. This will allow the viewer to access any current application for read-only.

After you have successfully logged in, you will see the Applications Menu.

Choose the type of application you wish to access. (e.g. Perkins III Secondary, Postsecondary and/or Tech Prep)

The next page will be the Cycle Select page. If you are beginning the new year, click the "New Year" button. This will allow you to enter information. Next, click the "Menu" button. This will take you to the School District Information page. You will begin entering data here.

The Navigation Menu in the upper right corner of the page is the process by which to move through the application. Do not use the back or forward arrows as this confuses the system and creates errors.

The following sections must be completed:

School District Information

Enter the name of the person who will be the primary contact for Perkins. It is especially important to provide an accurate e-mail address as the system automatically sends notices of submissions, approvals, or disapprovals. This information must be re-entered each year and for each application submitted (Secondary, Postsecondary, and/or Tech Prep). Save your information before proceeding to the next page.

Application

The application form is the same for Secondary, Postsecondary, and Tech Prep. Your budget should reflect the outcomes of your accountability data. If you are deficient in any core indicator, then funds are to be directed to those indicators. The narrative section is in four parts. You may check multiple boxes and may use the text boxes for additional information. Each box will allow you to enter up to 80 characters. Always save after completing each page. Use the selection buttons at the bottom of each page to navigate through each narrative part.

Part I – Performance and Accountability

You are required to focus on improving the core indicator(s) that was/were not met the previous year. Indicate whether you are using Perkins funds to accomplish your goals in this area. Check the boxes that accurately reflect your activities. Save. Click "Next Page."

Part II – Required Use of Funds

Grant recipients must use a portion of their funds to address all of these activities. Check at least one box under each heading. Save. Click "Next Page."

Part III – Required Activities

These activities are required and you may use Perkins funds or other

resources. Indicate in this section if you are using Perkins dollars to fund these activities. Save. Click "Next Page."

Part IV – Special Populations

These activities are required for special populations. At least one box must be checked under each heading. Indicate if you are using Perkins dollars to fund these activities. Save. Use the Navigation Menu in the upper right corner to select next page. (Equipment Explanation if applicable or Budget)

Equipment Explanation

The Equipment Explanation page must be completed when equipment items are requested in your budget. Also, the Equipment Explanation page must be completed before you proceed to the Budget page.

You must obtain Department approval for the following types of items: 1) equipment items with a per unit cost of \$1,000 or more, and 2) any computer systems. Computer equipment such as a CPU, monitor, disk drive, keyboard, speakers, cables, etc purchased as a unit are to be listed and priced as a system.

Such purchases may not be listed by individual components to achieve costs of less than \$1,000. Therefore, these items must be reported on the Equipment Explanation page. Any items NOT mentioned above are to be listed under the Improvement and Expansion category as materials and supplies. If no equipment items are being purchased, then proceed to the Budget page.

Equipment must be listed under the program area in which the item(s) will be used. Provide a brief description of the item(s), the unit cost of the item(s) (do not use commas or decimals), and the quantity to be purchased. Once all equipment is listed, scroll down to the bottom of the page and click "Save." The total amount for this page will automatically transfer to the Budget page.

NOTE: Only equipment items used in Career Education programs are to be listed on the Equipment Explanation page. In addition, all equipment items for administrative purposes are to be included in the budget amount under the Program Administration category, and must be inventoried the same as program equipment per the Division's Equipment Guidelines: (http://dese.mo.gov/divcareered/equipment_guidelines.htm)

Budget

The Budget page is comprised of five categories: Salaries, Improvement and Expansion, Professional Development, Equipment, and Program

Administration. All of the categories, except Program Administration, are listed by core indicator. Per your application, indicate on the budget how the funds will be spent by category and by core indicator. Again, your application and budget should reflect the outcomes of your accountability data. If you are deficient in any core indicator, then funds are to be directed to those indicators.

The Equipment total will automatically transfer from the Equipment Explanation page. The amounts reported on the budget under Equipment must agree with this total. After you have entered all your budget data, click on "Calculate Totals." If you have any errors, you will receive an instant error message on the screen. The errors must be corrected before you proceed. Next, scroll down to the section with check boxes and text boxes. Here you must indicate how the funds will be spent in the categories of Salaries, Professional Development, and Improvement and Expansion. Then save the data. When all of the data are correct, the authorized representative must submit the budget from the Approval page.

NOTE: At least five percent (5) of your total allocation must be spent on professional development. No more than five (5) percent of your allocation may be spent on program administration. These amounts, along with the amount of your total allocation, will appear on the Budget page.

The Department has provided mandatory guidelines for the use of Perkins funds. Please refer to the list of allowable and unallowable costs on the Division website:

(http://dese.mo.gov/divcareered/perkins/allowable-unallowable_costs_list.htm)

Approval

When your Perkins Grant is complete and accurate, go to the Approval page. If this is your first submission of the new year, you will be directed to the Assurances page. You must click the "District Agrees" button before you are taken back to the Approval page.

Only authorized representatives are allowed access to this page and may submit the application. Once you submit the application, you will not be able to make changes without Department approval. Your Perkins authorized representative will be notified via e-mail when your Perkins Grant has been approved. If your grant is not approved, view the text box on the Budget page. This will contain comments on why the application was not approved. For audit purposes, the Approval page will list the date of submission and the date of approval.

****This completes the application process.****

Amendments

As you continue to work on your application and budget, it may be necessary for you to make changes. If you need to substantially change the focus or direction of your application, or you need to transfer funds from one category to another that exceeds the ten (10) percent variance, then you must submit an amendment.

The amendment process will open early September and will close late March. Please note that you are only allowed four (4) amendments per year. See the Division website for specific dates:

(<http://www.dese.mo.gov/divcareered/deadlinecalendar.htm>)

When you return to the Cycle Select page after the initial approval, an Amendment button will be visible. Clicking on that button will open the application and budget for changes. This will then open the next cycle for the current year you are working in. If you want to view the application and budget, DO NOT click on the "Amendment" button. (Select the desired page from the Navigation Menu.)

After you have made changes to the application and budget, submit the amendment as you did for the original budget. You will not need to sign the assurances page again.

Final Expenditure Report

The Final Expenditure Report (FER) will open early April and will close in May each year. See the Division website for specific dates: (<http://www.dese.mo.gov/divcareered/deadlinecalendar.htm>). The FER is comprised of the same categories as the Budget. You must indicate on the FER how the funds were actually spent by category and by core indicator. After you have entered all your FER data, click on "Calculate." If you have any errors, you will receive an instant error message on the screen. The errors must be corrected before you proceed. Save.

The FER is compared to your approved budget, either the original budget or the most current amended budget. There is a ten (10) percent variance per category (Salaries, Professional Development, Improvement and Expansion, Equipment, and Program Administration) allowed from the approved budget. If the amounts entered into the FER exceed the ten (10) percent variance, then you will not be able to submit the FER. A budget amendment would have to be submitted in this situation.

When all of the FER data are correct, the authorized representative must then scroll to the bottom of the page and click on "Submit."

Department staff will review and approve/disapprove the FER. An email

will be sent to the Perkins authorized representative with notification of the status of the FER. If you receive notice of disapproval, then check the DESE comment box for an explanation. After you have corrected the problem, then you must re-submit the FER.

DESE Contact Information

Administration and Accountability

Don Walker , Director	573-751-8465
Connie O'Brien , Supervisor	573-751-3524
Michelle Kelley , Supervisor	573-526-1820
Billie Walkenbach , Supervisor	573-751-3872

Career Education Finance

Andy Martin , Director	573-751-0449
Sandy Withers , Supervisor	573-522-1487